

Public Works Operations Director



Job Code: 4291
Grade: 139
Reports to: Director of Public Works & Engineering
Salary Range: \$83,728 - \$132,361
FLSA Status: Exempt

GENERAL STATEMENT OF DUTIES

Performs difficult professional and intermediate administrative work directing the operations of the Public Works and Parks Maintenance divisions to provide core services to the residents, maintain public properties and provide fleet maintenance services City wide; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this classification performs work that is complex and may involve considerable public contact in coordinating maintenance service and project activities with both private and public organizations. Assignments are usually broad in scope and require both independent professional judgment and the making of decisions of considerable difficulty. Work involves the responsibility for overseeing the development and maintenance of parks, grounds, and facilities; overseeing street maintenance, bulk collection and recycling, equipment maintenance and repair, traffic control, special events, landscape development and maintenance and related activities. Work is performed with considerable latitude for independent judgment and initiative, under the general supervision of the Director of Public Works and Engineering, and is reviewed for conformance to established policy through conferences, written reports and observation of productivity and effectiveness. Supervision is exercised over all division personnel.

ESSENTIAL FUNCTIONS

Planning and supervising the construction, maintenance, and repair of parks and facilities, street maintenance, bulk collection and recycling, equipment maintenance and repair, traffic control and related activities; coordinating work with other departments and private contractors; maintaining records and files; preparing reports.

EXAMPLES OF WORK

- Coordinates work with other departments and private contractors.
- Prepares and maintains records and reports.
- Advises the Directors of Parks and Recreation and Public Works on future needs and plans.
- Inspects areas and facilities for conformance to safety standards and user needs.
- Plans and coordinates logistical support for special and City events.
- Advises Directors of important matters relative to Public Works and Parks activities.
- Assists in the design and supervises or inspects construction of new Park facilities.
- Prepares budget and monitors expenditures.
- Initiates requests and procures bids for supplies and equipment.
- Oversees division personnel administration.
- Evaluates performance.
- Prepares and maintains records and reports on division activities.
- Advises boards and committees as requested.
- Provides liaison with other departments on related activities.
- Responds to citizen inquiries or need for services.
- Establishes procedures and policies, ensures that appropriate action is taken by subordinates.
- Assists crews with technical aspects of jobs.
- Makes field inspection of projects to ascertain status.
- Enforces personnel policy.
- Supervises the snow and ice removal program.
- Performs related tasks as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of the practices of municipal parks and facilities maintenance, street maintenance, collection of bulk items and recyclables and related activities and services; thorough knowledge of the equipment and tools needed for an efficient and effective public services maintenance program; thorough knowledge of the occupational hazards of the work and necessary safety precautions; ability to review and analyze plans and specifications for the construction of public facilities; ability to formulate safe operational policies and procedures; ability to maintain records and prepare technical reports; ability to supervise the work of a large staff; ability to establish and maintain effective working relationships with City officials, other public officials, associates, contractors, and the general public.

MINIMUM EDUCATION AND EXPERIENCE

Graduation from an accredited college or university with a Bachelor's Degree in Public Administration, Business Administration, or related field. Five (5) to seven (7) years of progressively knowledgeable and responsible work in provision of municipal public services, including design, construction, maintenance and repair functions for City infrastructure, the majority of which shall have been in a managerial capacity; or an equivalent combination of education, training and/or experience.

WORK CONDITIONS

- Medium work requiring the exertion of up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects.
- Work requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and feeling.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to receive detailed information through oral communication and/or to make fine distinctions in sound.
- Visual acuity is required for visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arms length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
- The worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, and oils.

SPECIAL REQUIREMENTS

- Possession of an appropriate driver's license valid in the State of Maryland.
- An employee in this classification is subject to random drug and alcohol testing pursuant to the City of Gaithersburg's Drug-Free Workplace Policy, Drug & Alcohol Testing Procedures.

This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification. The list of essential functions/examples of work, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

The City of Gaithersburg is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Gaithersburg provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.